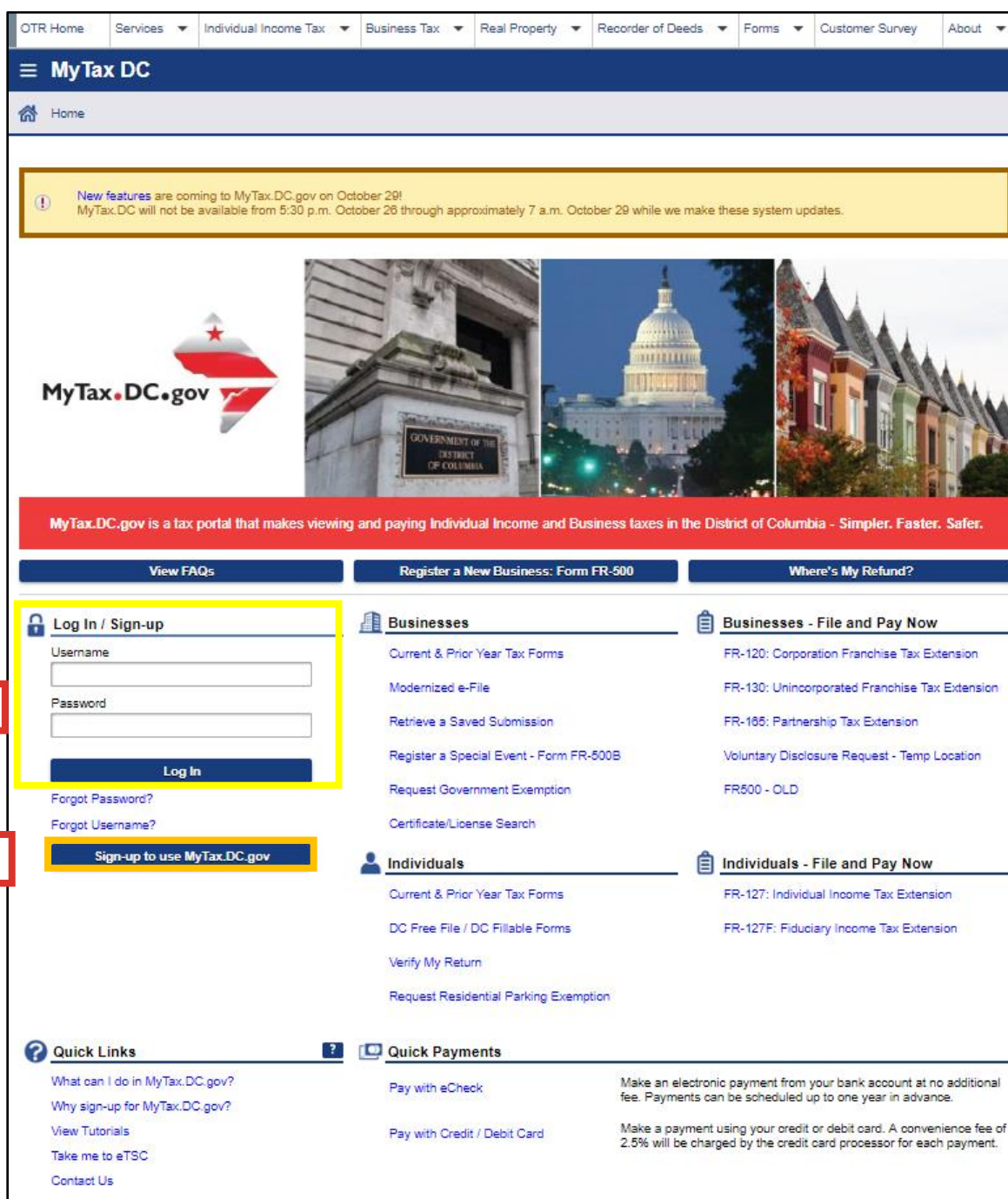


# MyTax.DC.gov User Guide:

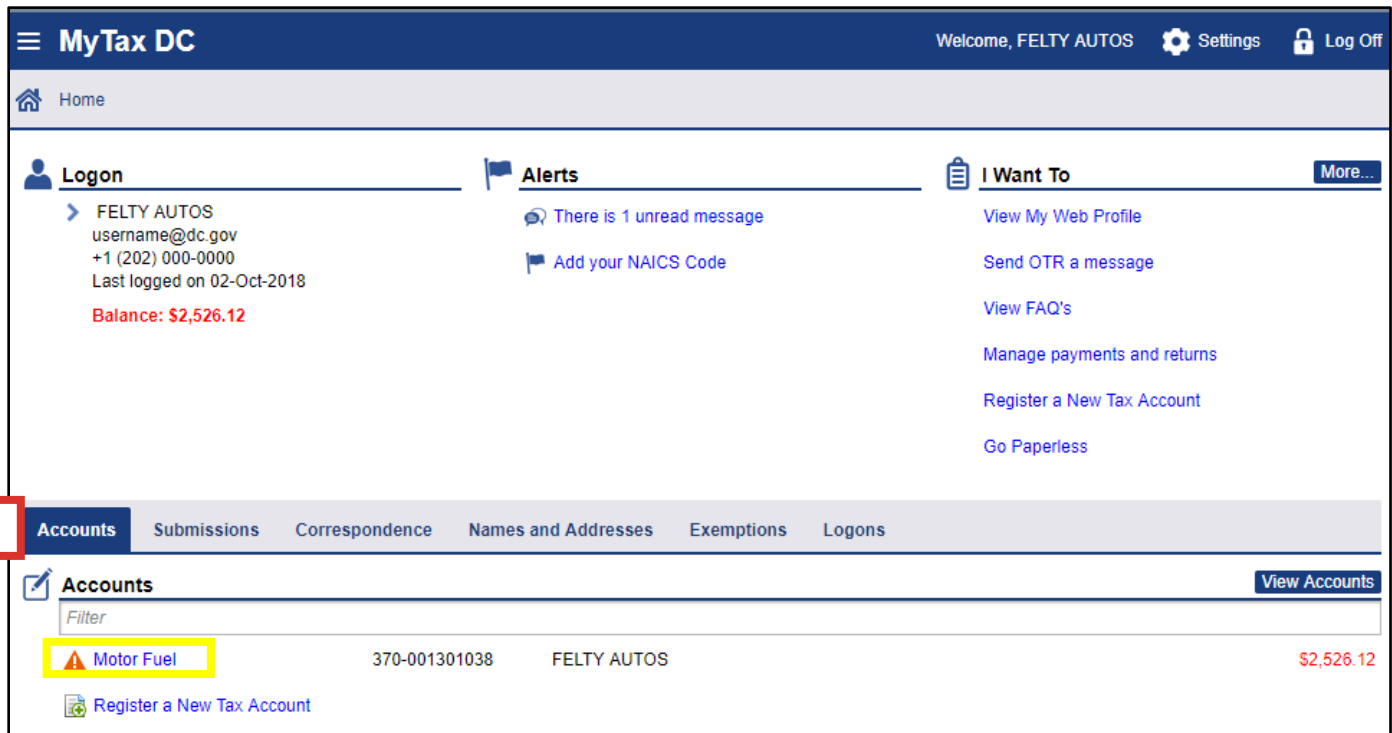
## How to File a Motor Fuel Tax Return (FR-400M)

Importers who engage in selling motor fuel in the District of Columbia, and/or bringing fuel for use for excavating equipment on a District site will be able to file a Motor Fuel Tax Return via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov homepage. A red box labeled '1' highlights the 'Log In / Sign-up' section, which includes fields for Username and Password, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. A yellow box labeled '1a' highlights the 'Sign-up to use MyTax.DC.gov' button. The page also features a navigation bar at the top with links to OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. A banner below the navigation bar reads 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Below this banner are three main sections: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The 'Log In / Sign-up' section is further divided into 'Businesses' and 'Individuals' categories, each with links to various forms and services. At the bottom, there are 'Quick Links' and 'Quick Payments' sections.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
  - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account. Click [here](#) to access the "How to Sign up for MyTax.DC.gov" user guide.



**MyTax DC** Welcome, FELTY AUTOS Settings Log Off

Home

**Logon**

FELTY AUTOS  
username@dc.gov  
+1 (202) 000-0000  
Last logged on 02-Oct-2018  
**Balance: \$2,526.12**

**Alerts**

There is 1 unread message  
Add your NAICS Code

**I Want To** More...

View My Web Profile  
Send OTR a message  
View FAQ's  
Manage payments and returns  
Register a New Tax Account  
Go Paperless

**2 Accounts** Submissions Correspondence Names and Addresses Exemptions Logons

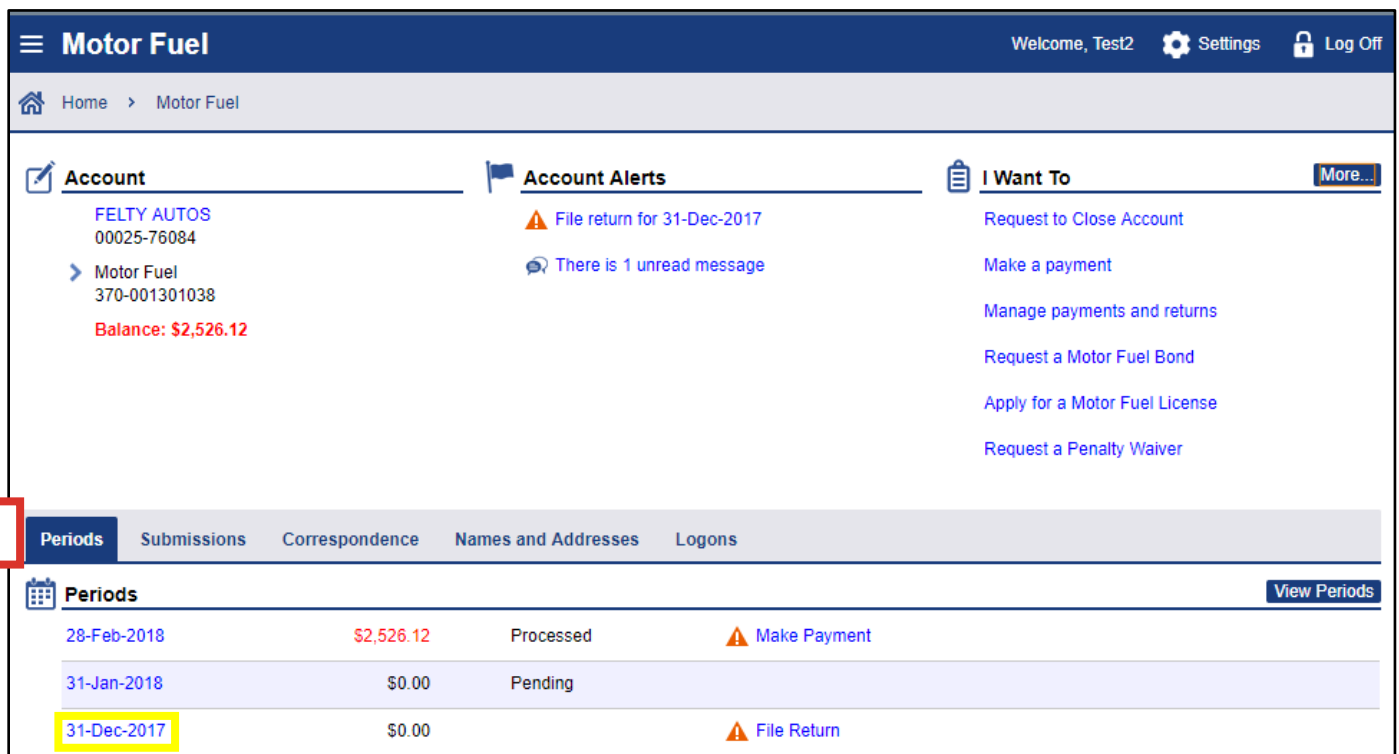
**Accounts** View Accounts

Filter

Account Type	Account ID	Account Name	Balance
<b>Motor Fuel</b>	370-001301038	FELTY AUTOS	\$2,526.12

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Motor Fuel** hyperlink.



**Motor Fuel** Welcome, Test2 Settings Log Off

Home > Motor Fuel

**Account**

FELTY AUTOS  
00025-76084  
Motor Fuel  
370-001301038  
**Balance: \$2,526.12**

**Account Alerts**

File return for 31-Dec-2017  
There is 1 unread message

**I Want To** More...

Request to Close Account  
Make a payment  
Manage payments and returns  
Request a Motor Fuel Bond  
Apply for a Motor Fuel License  
Request a Penalty Waiver

**3 Periods** Submissions Correspondence Names and Addresses Logons

**Periods** View Periods

Period	Balance	Status	Action
28-Feb-2018	\$2,526.12	Processed	Make Payment
31-Jan-2018	\$0.00	Pending	
<b>31-Dec-2017</b>	\$0.00		File Return

3. Under the **Periods** tab, select the period that you are filing the tax return.

31-Dec-2017

Welcome, Test2 Settings Log Off

Home > Motor Fuel > 31-Dec-2017

**Period**  
 FELTY AUTOS  
 00025-76084  
 Motor Fuel  
 370-001301038  
 31-Dec-2017  
 Balance: \$0.00

**Period Alerts**  
 File return for 31-Dec-2017

**I Want To**  
 Make a payment  
 File or amend a return

**Summary**  
 There has been no financial activity

**Period Activity**  
 There has been no activity

4. Under **I Want To**, click the **File or amend a return** hyperlink.

FR-400M Return

Welcome, Test2 Settings Log Off

Home > Motor Fuel > 31-Dec-2017 > FR-400M Return

1. Return Information

**Return Information**

5

★ ★ ★ 2017 **FR-400M**  
 Government of the District of Columbia **Monthly Motor Fuel Tax Return**

FELTY AUTOS Due Date: 1/25/2018  
 Account ID: 370-001301038 Tax Period Ending: 12/31/2017

Is this your final return?

Is this return being filed by a paid tax preparer?

Are you authorizing an individual to discuss this return with OTR?

Will you either be manually entering your schedules or uploading them using the file import?

Cancel

5a

5b

Next >

5. The **FR-400M** will appear.
  - a. Answer the **Return Information** questions on the right side of the screen.
  - b. Click **Next**.

FR-400M Return
Welcome, Test2 [Settings](#) [Log Off](#)

[Home](#) > [Motor Fuel](#) > [31-Dec-2017](#) > [FR-400M Return](#)

1. Return Information
2. FR-400M Return

6

★ ★ ★

2017  
Government of the  
District of Columbia

**FR-400M**  
**Monthly Motor Fuel Tax Return**

**FELTY AUTOS**  
Due Date: 1/25/2018  
Account ID: 370-001301038    Tax Period Ending: 12/31/2017

Inventories (all Fuels: Diesel & Gasoline)		Distribution (all Fuels: Diesel & Gasoline)	
1. Opening Inventory (Included in transit) <span style="float: right;">0</span> 2. Receipts at marketing locations in DC from sources outside DC (Schedule 2) <span style="float: right;">0</span> 3. Receipts at marketing locations in DC from sources within DC (Schedule 3) <span style="float: right;">0</span> 4. Direct delivery to other states (Schedule 4) <span style="float: right;">0</span> 5. Direct delivery to customers in DC (Schedule 5) <span style="float: right;">0</span> 6. Other receipts (Schedule 6) <span style="float: right;">0</span> 7. Total (Lines 1 - 6) <span style="float: right;">0</span> 8. Minus closing inventory (including in transit) <span style="float: right;">0</span> 9. Gallons to be accounted for (Line 7 minus Line 8) <span style="float: right;">0</span>	10. Sales and transfers out of DC (Schedule 10) <span style="float: right;">0</span> 11. Sales to licensed importers in DC (Schedule 11) <span style="float: right;">0</span> 12. Sales to: (Schedule 12) <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(a) US Government</span> <span>(b) DC Government</span> <span>(c) Diplomatic Corps Members</span> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>0</span> <span>0</span> <span>0</span> </div> 13. Other non-taxable distributions (Schedule 13) <span style="float: right;">0</span> 14. Gain or loss (If a gain, enter a negative number to deduct) <span style="float: right;">0</span> 15. Total non-taxable distributions (Lines 10 - 14) <span style="float: right;">0</span> 16. Taxable Sales <span style="float: right;">0</span> 17. Sales at self-operated retail service stations <span style="float: right;">0</span> 18. Taxable Use <span style="float: right;">0</span> 19. Total taxable distribution (Lines 16, 17, and 18) <span style="float: right;">0</span> 20. Total of Lines 15 and 19 (must equal Line 9) <span style="float: right;">0</span>		

Tax Computation	Gallons	Dollars
21. Total taxable distribution of all Fuels: Diesel & Gasoline (gallons only) X the set rate per gallon	0	\$0.00
22. Total Taxable Sales and Use of Diesel Fuel: (Schedule 22): gallons only	0	
23. Minus tax paid on purchases: (Schedules 2, 3, 4, and 5):	0	\$0.00
24. Minus previously taxed sales to:		
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>(a) US Government</span> <span>(b) DC Government</span> <span>(c) Diplomatic Corps Members</span> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>0</span> <span>0</span> <span>0</span> </div>	0	\$0.00
25. Subtract total of lines 23 and 24 from Line 21	0	\$0.00
26. Adjustment of previous month's report (Schedule 26) Add or deduct. Enter a negative number to deduct	0	\$0.00
27. Tax Due (Lines 25 and 26)		\$0.00
28. Refund Due (Lines 25 and 26)		\$0.00

Cancel

6a

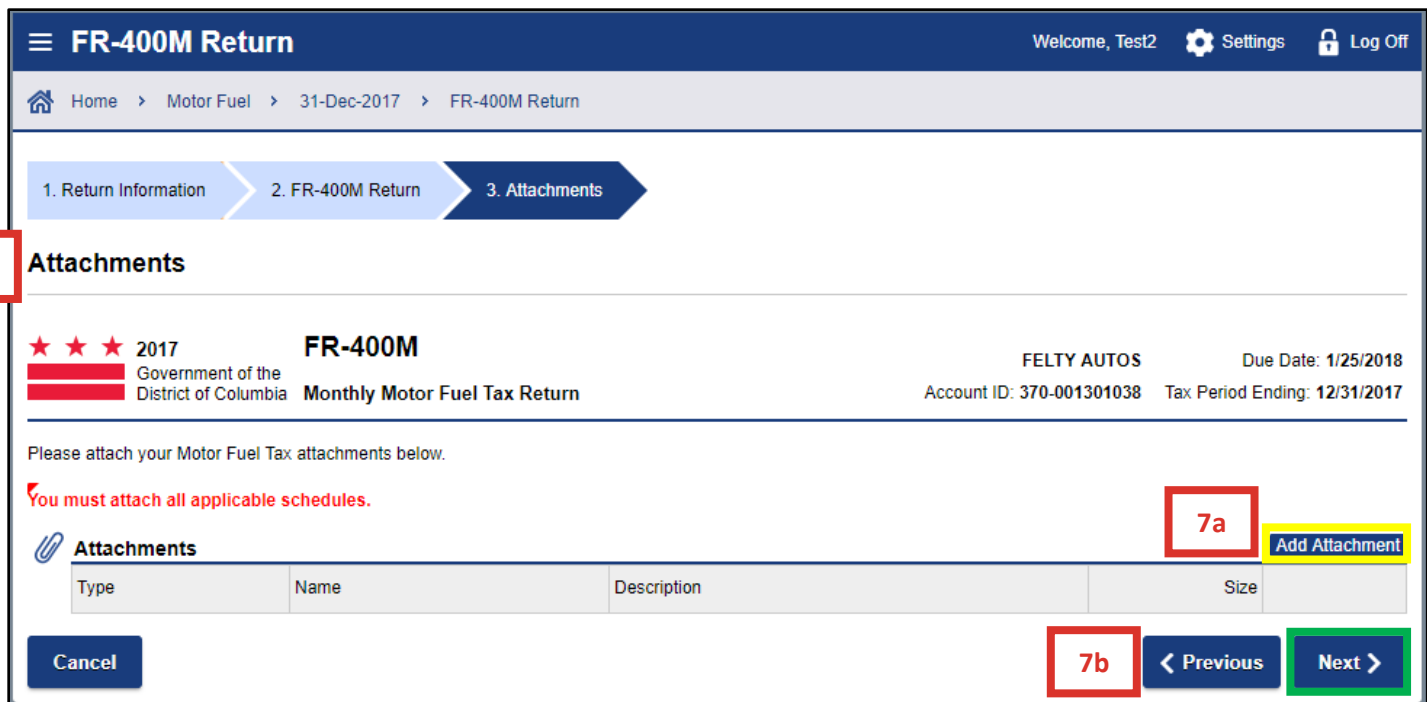
< Previous

Next >

6. On the **FR-400M Return**, enter values in the editable spaces where applicable. Your entries will determine the automatic calculations in the gray spaces. If there is a **Tax Due**, it will be noted on **Line 27**. If you are due a **Refund**, it will be noted on **Line 28**.

a. Click **Next**.

4 | Page



**FR-400M Return** Welcome, Test2 Settings Log Off

Home > Motor Fuel > 31-Dec-2017 > FR-400M Return

1. Return Information 2. FR-400M Return 3. Attachments

**7 Attachments**

★ ★ ★ 2017 **FR-400M** FELTY AUTOS Due Date: 1/25/2018  
 Government of the District of Columbia **Monthly Motor Fuel Tax Return** Account ID: 370-001301038 Tax Period Ending: 12/31/2017

Please attach your Motor Fuel Tax attachments below.  
 You must attach all applicable schedules.

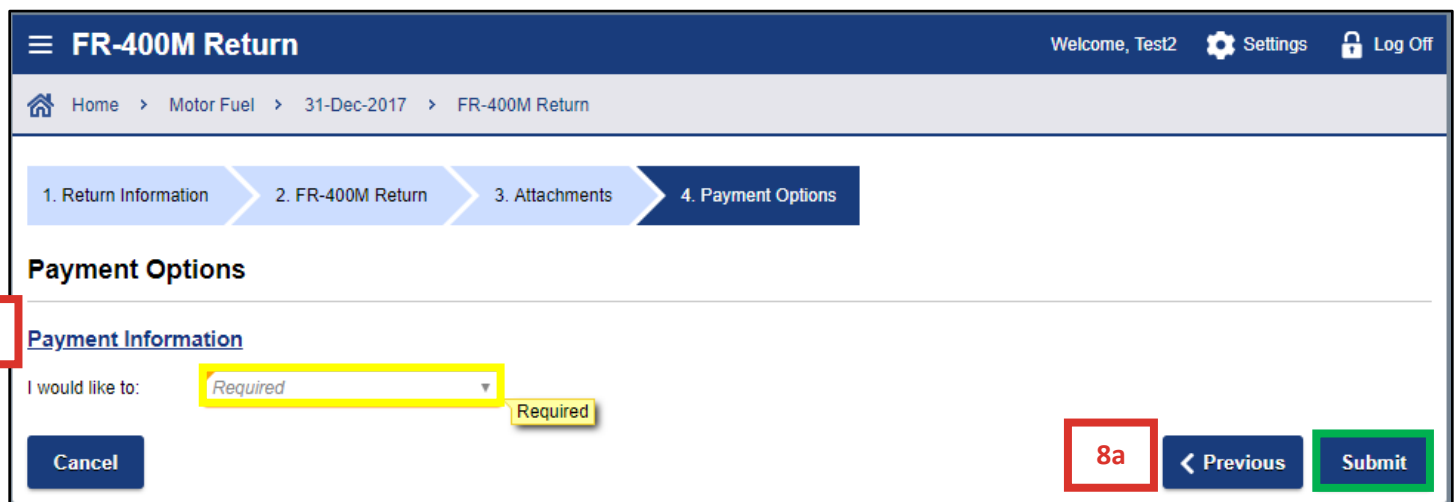
**Attachments** **7a** Add Attachment

Type	Name	Description	Size

Cancel **7b** < Previous Next >

7. Complete the **Attachments** section.

- Attach all applicable Motor Fuel tax schedules by clicking the **Add Attachment** button to the right of the screen.
- Click **Next**.



**FR-400M Return** Welcome, Test2 Settings Log Off

Home > Motor Fuel > 31-Dec-2017 > FR-400M Return

1. Return Information 2. FR-400M Return 3. Attachments 4. Payment Options

**Payment Options**

**8 Payment Information**

I would like to: Required Required

Cancel **8a** < Previous Submit

8. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

**Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.

- Click **Submit**.

FR-400M Return

Welcome, Test2 Settings Log Off

Home

>

Motor Fuel

>

31-Dec-2017

>

FR-400M Return

1. Return Information

2. FR-400M Return

3. Attachments

4. Payment Options

### Payment Options

Payment Information

I would like to: Pay Through eCheck

Period

FELTY AUTOS

00025-76084

Motor Fuel

370-001301038

> 31-Dec-2017

9

Payment Method

Type

Direct Debit - US Bank

Bank Account Type

Required

Routing Number

Required

Account Number

Required

Confirm Account Number

Required

Save this payment method for future use

No

Yes

9b

Payment

Payment Date

02-Oct-2018

Amount

\$11,750.00

Confirm Amount

Required

9a

9c

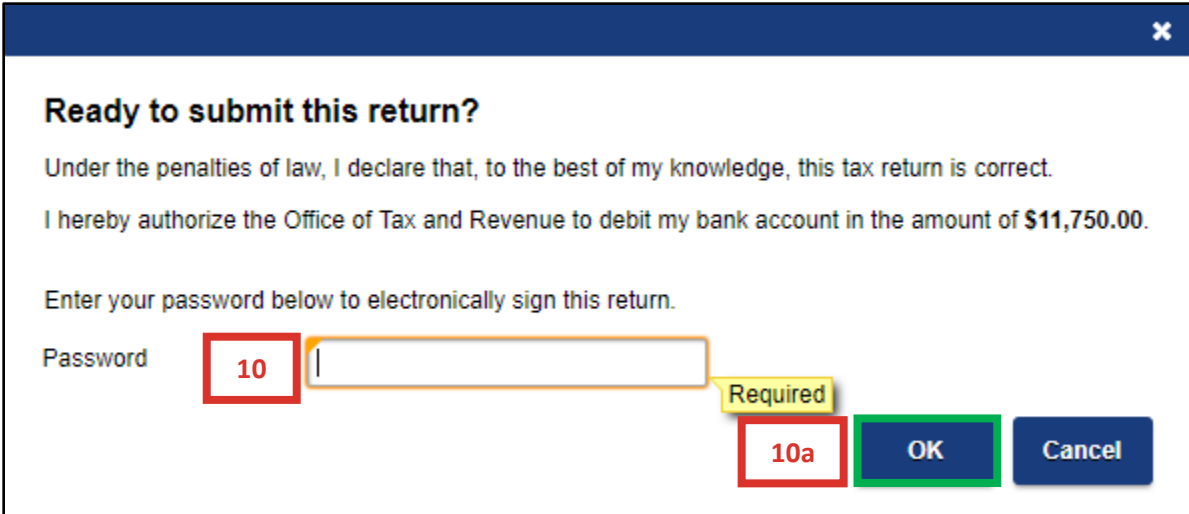
Cancel

< Previous

Submit

9. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. **Confirm** your **Account Number**.
  - a. If you would like [MyTax.DC.gov](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
  - b. In the **Payment** section, choose a **Payment Date**.
 

**Note:** When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
  - c. Click **Submit**.



**Ready to submit this return?**

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

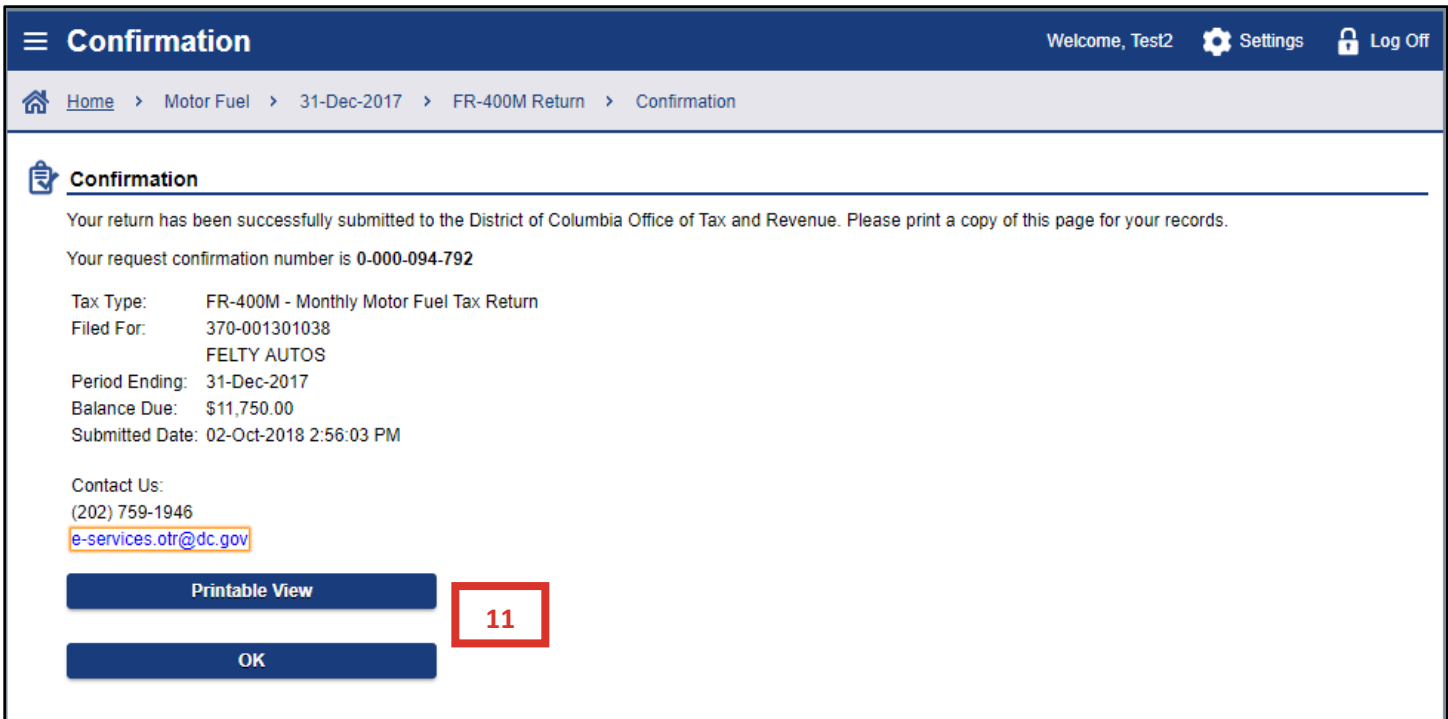
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$11,750.00**.

Enter your password below to electronically sign this return.

Password 10

10a OK Cancel

10. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
- Click **OK**.



**Confirmation** Welcome, Test2 Settings Log Off

Home > Motor Fuel > 31-Dec-2017 > FR-400M Return > Confirmation

**Confirmation**

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is 0-000-094-792

Tax Type: FR-400M - Monthly Motor Fuel Tax Return  
Filed For: 370-001301038  
FELTY AUTOS  
Period Ending: 31-Dec-2017  
Balance Due: \$11,750.00  
Submitted Date: 02-Oct-2018 2:56:03 PM

Contact Us:  
(202) 759-1946  
[e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)

11

Printable View OK

11. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.